





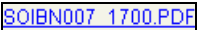









Printing Your AS47

1.	Click the AS47 button. 
2.	Click the Maximize/Restore button. 
3.	Click the Refresh button. 
4.	Click the Refresh button again. It may be necessary to click the refresh button several times until the Run Status is Success and the Distribution Status is Posted . It is important to allow a few minutes between clicks on the Refresh button. During this process, your computer is transferring information to/from the server (electronic file area) and back to the computer. 
5.	Click the Details link (to the right of the Distribution Status). If you are printing the AS47 for the second or third time, be sure to click the Details link at the top of the list. 
6.	Click the View Log/Trace link. 
7.	Click the link that ends with PDF . 
8.	Click the Maximize/Restore button. If your new elections did not result in a change to your bi-weekly deductions, an AS47 will not generate. The following directions provide steps for printing the AS47 if one is generated as a result of your new elections. 
9.	Click the File menu. 
10.	Click the Print... menu. 
11.	Click the OK button. 
12.	Click the Close button. 

13.	Click the Close button. 
14.	Click the Home link. 
15.	<p>Congratulations, you have successfully completed printed the AS 47! Benefits for all employees will be effective on January 1, 2006.</p> <p>Deductions will begin: Payroll A: December 28, 2005 Payroll B: December 21, 2005 (Deductions will be for one week of your 2005 elections and one week of your 2006 elections.)</p> <p>Deductions for flexible spending accounts (FSAs) will begin on the check dated January 11 2006, for employees on Payroll A and January 4, 2006, for employees on Payroll B.</p> <p>Remember to print a copy of your Event Enrollment Summary for your records. The final section of the manual contains directions for printing the summary.</p> <p>End of Procedure.</p>